

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION ITEM

Item No.	<u>4A</u>
Date of Meeting	<u>March 20, 2018</u>

DATE: March 1, 2018

TO: Managing Members

FROM: **Sponsor:** Jean West, Chief Human Resources Officer
Project Manager: Loni Shorten, Human Resources Manager

SUBJECT: Master Benefit and Salary Resolution 2018-02

A. ACTION REQUESTED

Request second reading for authorization to adopt Resolution Number 2018-02, the Master Benefits and Salary Resolution (“MBSR”), amending and superseding Resolution 2016-07 which concerns the Northwest Seaport Alliance’s (NWSA) benefits and salary programs.

B. SYNOPSIS

The Port Commissions are authorized by RCW 53.08.170 to create and fill positions, establish wages and salaries and establish benefits for its employees by resolution.

C. BACKGROUND

The Master Benefit and Salary Resolution (2018-02) is where the Managing Members fulfil their responsibility, per RCW 53.08.170, to authorize pay and benefit programs for the NWSA employees.

As needed, the Human Resources Department, on behalf of the Chief Executive Officer, presents the MBSR to the Managing Members for approval. Changes to the MBSR generally include technical adjustments to language, legally mandated changes to the Port’s benefit plans and eligibility rules, and substantive changes designed to add clarity and align the benefits and salary programs with the NWSA’s current business goals and objectives.

The MBSR is also the mechanism by which the Managing Members approves staff-recommended changes to the Port’s salary schedule.

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D. SUMMARY OF CHANGES

The 2018 Resolution proposes the following:

1. Addition of Washington Paid Sick Leave Benefit (WPSL): On November 8, 2016, Washington voters passed Initiative 1433. The initiative amended Washington's Minimum Wage Act and requires all employers to provide paid sick leave to their non-exempt employees starting January 1, 2018.
2. Recommending a 2.1 percent adjustment to the salary structure for non-represented employees effective April 1, 2018.

E. FINANCIAL IMPACT

We estimate the combined annual sick leave accrual for the four current NWSA relief employees to be \$3,000.

F. ATTACHMENTS TO THIS REQUEST

- Resolution 2018-02
- Benefits and Salary PowerPoint Presentation